

West Bay Sanitary District



Invites applications for the position of:

Finance Manager

The Organization

West Bay Sanitary District provides wastewater collection and conveyance services to Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties. The District conveys raw wastewater to Silicon Valley Clean Water (SVCW) for treatment and discharge to the San Francisco Bay. The District also provides Operation and Maintenance, under contract, for the Town of Woodside and Los Altos Hills Collection systems.

The District is a joint partner, with eleven other agencies, with South Bayside Waste Management Authority, which manages the collection of recycling, compost and garbage to approximately 2,000 rate payers.

The supportive five member Board of Directors is elected at-large to alternating four-year terms. District headquarters are based in Menlo Park with an administration facility co-located with the corporation yard.

The dedicated 40 District employees are team-oriented and focused on making timely changes to improve operations, and providing excellent service to the community. The FY 24-25 Operating Budget is \$34.5 million, with a Capital Budget of \$26.7 million.



Mission

The West Bay Sanitary District is dedicated to protecting the public health and the environment by providing cost effective sanitary sewer service. It is committed to providing customers with wastewater disposal services utilizing the highest technical, environmental, and safety standards available; providing the very best customer service; and to ensuring the fiscal viability of the District.

Current Priorities

CIP The Capital Improvement Program identified in the Wastewater Collection System Master Plan included a budget of \$10M/year for ten years. The Finance Manager will play a key role in developing the Operating and CIP Budgets, forecasting cash flows for expenditures and revenues, identifying impacts on the current and future rate structures, overseeing financial controls, and reviewing expenditures for conformance with adopted budgets. The CIP program benefits from participation in the State Revolving Loan Fund and Grants which require diligent oversight by the Finance Manager.

Automation The District is implementing the comprehensive cloud-based business management platform Oracle NetSuite. The new Finance Manager will be essential in making the financial and accounting business functions fully operational and transitioning to the new system in an effective and timely manner.

Financial Statements Ongoing reconciliation and preparation of financial statements and presentation of financial and budget reports to the District Board are key organizational priorities.

The Position and Ideal Candidate

The District is seeking a candidate who will manage all financial and accounting functions, including financial reporting, capital and operating budgets, audits, short/long-range economic forecasts and analysis, investment and cash-flow management, long-term debt issuance and management, payroll administration, audit, revenue, fixed asset management, and AP/AR in accordance with regulatory and governmental accounting and financial reporting standards. The Finance Manager reports to the General Manager

A diverse background in the preparation and administration of operating and capital budgets and financial reporting, payroll administration, cash-flow forecasting, a strong willingness to learn new systems and operations, an openness to change, and an interest in continuously seeking improvement is necessary. Due to the complexity and scope of responsibilities, the successful candidate must be detail oriented, have a “hands-on” approach to the work, and possess excellent communication and team building skills. Time management skills and the ability to adjust priorities are needed in order to achieve objectives and meet deadlines.

The ability to build positive relationships and obtain staff support will be essential for the new Finance Manager in order to further the development, presentation and administration of department budgets and manage the District’s financial and accounting systems.

An understanding of regulatory and governmental accounting and financial reporting standards, including IRS, GASB and GAAP and other legal requirements is required; experience with Oracle Net-Suite or similar business management software is preferred.

Experience & Training

Experience: A minimum of five years of increasingly responsible experience in governmental accounting, budgeting and finance is required. Public agency or special districts experience or direct experience working with and supporting government agencies is highly desirable.

A wide range of experience in the following functions will help ensure success in the role: financial reconciliation and reporting, budget preparation and administration, AP/AR, treasury and investment management, forecasting and cash flow management, payroll administration, state loan and grant management, and financial audit.

Education: A Bachelor’s degree from an accredited college or university with major course work in accounting, business administration or a related field is required. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.



Compensation & Benefits

West Bay Sanitary District offers a competitive compensation package. The salary range for this position is \$167,862 to \$204,072 annually. The benefits package includes:

- CalPERS Retirement: 2% @ 60 retirement plan for eligible current CalPERS members or PEPR 2% @ 62 retirement plan to new hires with no prior membership in CalPERS or those separated from PERS for 6 months.
- Cafeteria Plan (IRC Section 125): The District provides the following monthly contribution toward CalPERS medical, dental and vision premiums:

Not Enrolled	\$ 280
Employee Only	\$1,700
Two-Party	\$3,244
Three or more (Family)	\$3,805
- Performance Merit Pay Program (PMPP) for accomplishments above and beyond regular goals between October 1st to September 30th. PMPP can pay up to \$6,500 annually per eligible employee (pro-rated for new hires).
- District paid Life Insurance of 150% of salary up to 300K.
- District paid Long-Term Disability Insurance.
- 8 holidays and 40 hours of floating holidays per calendar year.
- 8 hours of sick leave per month of service.
- Commuter Benefits Program offered to eligible staff for monthly reimbursement of commuting costs pre-tax .
- Educational Assistance and EAP Programs are available.
- A 9/80 or 4/10 work schedule may be available.
- Access to 457 Deferred Compensation Program, including a District match at a one (1) to 0.75% ratio to a max of 3% of salary.



More information regarding the district is available at [West Bay Sanitary District](https://www.westbaysanitary.com/).

The Process

To be considered for this exciting career opportunity please apply [here](#) or by visiting <https://www.governmentjobs.com/careers/westbaysanitary> and include a comprehensive resume and cover letter. West Bay Sanitary District is an equal employment opportunity employer.

Final filing date: February 24, 2025.

Interviews are tentatively scheduled for March 21, 2025. If you have any questions regarding this position, please contact Gary Rogers at 520-651-3128 or gary@its-personnel.com. Professional references and background checks will not be conducted until mutual interest has been established.